



Policy: 1162
Procedure: 1162.02
Chapter: Inspections and Investigations
Rule: Reporting Suspected Child Abuse

Effective: 7/10/08
Replaces: 1160.05
Dated: 11/28/06

Purpose:

The Arizona Department of Juvenile Corrections (ADJC) is committed to the safety and security of every juvenile in its care. Every allegation that a juvenile has been physically, sexually, or emotionally abused while in ADJC custody shall be thoroughly investigated. These allegations can come to the attention of ADJC investigators in a variety of ways: report by a juvenile, juvenile grievance, report of a parent or guardian, report by an employee, or through Operation Zero Tolerance, which provides additional reporting mechanisms for employees, parents and guardians, and members of the public. ADJC follows the child abuse reporting requirements in accordance with Arizona Revised Statutes (ARS) §13-3620.

Rules:

1. Under Arizona law when someone alleges child abuse inside an ADJC secure care facility, the case is the investigative responsibility of the Department's Inspections and Investigations Division (IID). **ADJC IID** is the "local law enforcement" within the Department.
2. **ANY ADJC EMPLOYEE, VOLUNTEER, INTERN, AND/OR SERVICE PROVIDER UNDER CONTRACT WITH ADJC** shall immediately report if they reasonably believe that a juvenile is or has been a victim of the following:
 - a. Physical injury;
 - b. Sexual abuse;
 - c. Child abuse;
 - d. A reportable offense or neglect that appears to have been inflicted on the juvenile by other than accidental means or that is not explained by an available medical history as being accidental in nature;
 - e. A denial or deprivation of necessary medical treatment or surgical care; and
 - f. A denial or deprivation of necessary nourishment with the intent to cause or allow the death of an infant in accordance with ARS §36-2281.
3. **Notification Requirements:**
 - a. The **ADJC EMPLOYEE** shall complete an Incident Report Form marking the child abuse check box and make appropriate notifications to ensure the juvenile's immediate safety. This shall include but is not limited to:
 - i. The Superintendent;
 - ii. Deputy Director and/or Assistant Director;
 - iii. Security Captain;
 - iv. The On-Call Administrator;
 - v. Community Administrator;
 - vi. Investigation and Inspection Division (IID).
 - b. The **IID** shall notify:
 - i. The Director and/or designee of the allegation;
 - ii. Child Protective Services (CPS) at the Department of Economic Security (DES) in cases of reported abuses.
4. **Child Abuse Reports in Secure Facilities: ADJC EMPLOYEES** shall immediately report suspected child abuse by completing an Incident Report.
 - a. If the abuse occurred at a secure facility and involved an employee, the **REPORTING EMPLOYEE** shall give a copy of the handwritten, typewritten, or computer generated IR to

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the **SUPERINTENDENT AND/OR DESIGNEE** who shall enter the information into the Administrative Incident Report (AIR) system. The IR shall contain the following information:

- i. The names and addresses of the juvenile's parent(s) and/or legal guardian;
 - ii. The juvenile's age;
 - iii. The nature and extent of the juvenile's abuse;
 - iv. Physical injury or neglect, including any evidence of previous abuse, child abuse, physical injury, or neglect;
 - v. When and where the incident occurred;
 - vi. Any other information that the person believes might be helpful in establishing the type of the abuse, to include:
 - (1) Child abuse;
 - (2) Physical injury; and
 - (3) Neglect.
- b. The **ADJC IID ARIZONA PEACE OFFICER STANDARDS TRAINING (AZPOST) CERTIFIED INVESTIGATOR** shall investigate the allegation;
- c. While in a secure facility, if a juvenile reports an abuse that occurred in the community, the **REPORTING EMPLOYEE** shall give a copy of the handwritten, typewritten, or computer generated IR to the **SUPERINTENDENT AND/OR DESIGNEE** who shall enter the information into the IR system marking the confidential box in the IR program.
- i. The **ADJC EMPLOYEE** shall complete an Incident Report by marking the child abuse check box and reporting the following, if available:
 - (1) The names and addresses of the juvenile's parent(s) and/or legal guardian;
 - (2) The juvenile's age;
 - (3) The nature and extent of the juvenile's abuse;
 - (4) Physical injury or neglect, to include any evidence of previous abuse, child abuse, physical injury, or neglect;
 - (5) When and where the incident occurred;
 - (6) Any other information that the person believes might be helpful in establishing the cause of the abuse, child abuse, physical injury, or neglect.
 - ii. An **ADJC IID SPECIAL INVESTIGATOR** shall:
 - (1) Review the allegation; and
 - (2) Notify local law enforcement and CPS, if necessary.

5. Child Abuse Reports in the Community:

- a. In the event a juvenile is in the community and reports that abuse had taken place in the community:
 - i. **ADJC EMPLOYEES** shall immediately:
 - (1) Notify local law enforcement and CPS by calling 1(888) SOS-CHILD 1(888)767-2445; and
 - (2) Notify the immediate supervisor that a law enforcement/CPS investigation has been requested.
 - ii. **ADJC EMPLOYEES** shall complete an IR by marking the child abuse check box and reporting the following:
 - (1) Names and addresses of the juvenile's parent(s) and/or legal guardian;
 - (2) The juvenile's age;
 - (3) The nature and extent of the juvenile's abuse,
 - (4) Child abuse; or
 - (5) Physical injury; or
 - (6) Neglect;
 - (7) Evidence of a previous incident;
 - (8) When and where the incident occurred;
 - (9) Any other information that the person believes might be helpful in establishing a case;
 - (10) Date and time of notification to local law enforcement;

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- (11) Police report number; and
- (12) Date and time of notification to CPS.
- b. In the event a juvenile is in the community and reports that an abuse took place while in an ADJC secure facility involving an ADJC employee, the **REPORTING EMPLOYEE** shall give a copy of the handwritten, typewritten, or computer generated IR to the **SUPERINTENDENT AND/OR DESIGNEE** who shall enter the information into the AIR system.
 - i. The **ADJC EMPLOYEE** shall complete an IR by marking the child abuse check box and reporting the following:
 - (1) Names and addresses of the juvenile's parents and/or legal guardian;
 - (2) The juvenile's age and the nature and extent of the juvenile's abuse, child abuse, physical injury, or neglect;
 - (3) Any evidence of previous abuse, child abuse, physical injury, or neglect;
 - (4) When and where the incident occurred;
 - (5) Any other information that the person believes might be helpful in establishing the abuse, child abuse, physical injury, or neglect.
 - ii. An **ADJC IID SPECIAL INVESTIGATOR** shall investigate the allegation;
 - iii. The **IID** shall notify the Director and appropriate Administrator of an allegation against an employee;
 - iv. The **AREA ADMINISTRATOR** shall determine a temporary disposition for the employee pending an investigation that will be based on the assessment of the available information.

Signature Date

7.7.05

Approved by Process Owner

John Dempsey,
Chief Administrator, Inspections and Investigations

Effective Date

7/10/08

Approved by

Michael D. Branham, Director